

## **Public Records Request Form**

**Please Print Clearly** 

Date:	
Requester's Name:	
Company:	
Address:	
City/State/Zip:	
Telephone No.:	
Fax No.:	
The City provides this form to manage the public records request process more efficiently, and to help avoid delays and confusion. The availability of public records is not limited by or conditioned on completion of this form. A written request for records is not mandatory and you may decline to identify yourself. If you do not want to make a written request, or do not want to reveal your identity, please call the City's Public Records Administrator at 664-2772. If you choose to use this form, please provide specific details about what you want, including time frame, locations, etc. (if applicable). You may write on the back of this form if necessary. Thank you.	